

# Step by Step Outline for Greek Programming

## **Step One: I have an Idea for a Program or Event**

- Topic
- Title
- Location for event
- Dates (keep in mind how much money it will cost and then plan accordingly! SEE FINANCIAL GUIDELINES)
- Activity, speaker, fun event. (think about what is going to get people to show-up, keep people at your event and allow them to learn something)
- Think about co-sponsorship opportunities

## **Step Two: Reserve a Room**

- Think about number of students who will attend, room set-up and AV needs, Officer Coverage, facilities charges and other specifics with your event.
- Send request to room reservations ([https://25live.collegenet.com/wpunj/#home\\_my25live\[0\]](https://25live.collegenet.com/wpunj/#home_my25live[0])). You can find the link under Hospitality services.
- Wait for a confirmation of the room. This is only completed once the office of Campus Activities signs off on the event. Be sure to confirm the room no later than one week from the reservation date.
- Quick note, make sure you cancel the room reservation if the event is cancelled or moved to a different date.

## **Step Three: Get Your Estimates Together**

- Think about what you are going to need for your event and how much it may cost
  - University police is \$55 per officer per hour. (you pay an additional hour on top of event timeline)
  - Vendors or outside presenters (be sure to get 3 quotes for anything more than \$600)
  - Food costs. All food must be purchased thru Sodexo. Be sure to see catering prior to requesting money. (be sure to set an appointment to meet with her ahead of time, food services gets busy and will need time to complete your order)
- Think about who will pay for what. If you are cosponsoring, make sure you identify the costs your club will be responsible for covering.
- Be sure to get invoices or hard copy quotes for all aspects of your event. You will need them for the approval stages.

## **Step Four: Pass the Money in Your Council**

- All events implemented by the Greek community have the option of asking their council to cover the costs of the event through the council budget. Make sure you have quorum at your council meeting and be sure to document all votes in your minutes (you may be asked to provide a copy to Greek Senate)

## **Step five: Enter the Information in the Pioneer Life System**

- Council presidents and treasurers will have access to the system and will need to enter all information about the event prior to voting at Thursdays Greek Senate Meeting. Council Presidents and treasurers will need all the information ahead of time in order to meet the Thursday deadline.
- Your council leadership will need the following information:
  - Title
  - Organizer's contact information (include name, e-mail and cell phone number)
  - Description of the event (be specific but brief)
  - Event details (date, time, location)
  - If this is a trip: (time to be at Lot 5, contact info for trip organizer, contact info for advisor)

- Vendor info: (name or organization, address, phone number, and tax ID number for the company). Be sure to have a hard copy of the quotes or attaché them to the request. Make sure you have three quotes for each vendor. (If the event is going to have more than three vendors, be sure to fill out multiple request forms.
  - If the vendor is providing a service, you need to complete a pre-contract for the event. Please include an e-mail address and any additional information needed to pay the performer.
- Flier for the event. Make sure to have a flier for the event in order to get the event approved.

### **Step Six: Fill out an Event Form and Post your Flier on Pioneer Life**

- Once your event has been approved at the council meeting, you will need to create an event flier for your program. All Greek organizations will have access to create an event and should be the people completing this portion in Pioneer Life.
- The event section will have the following information:
  - Title
  - Description of the event (be specific but brief)
  - Event details (date, time, location)
  - If this is a trip: (time to be at Lot 5, contact info for trip organizer, contact info for advisor)
  - Flier for the event. This MUST be the finished flier once it is entered.

### **Step Seven: Add Passing Money to the Greek Senate Agenda**

- The council President will ask the Greek senate president to add passing money under the council report for the Greek senate meeting.
- Be sure to include your title on the agenda and bring the flier and event description in order to present the details of the event to the Greek Senate. The organization holding the event will be the presenters at Greek senate.
- The group will also need to bring all back-ups to the Greek Senate meeting to be reviewed prior to going to vote.
- The treasurer of Greek Senate will verify that there are sufficient funds in the council and that all forms are completed correctly. All paperwork is due to the Greek Senate treasurer by Wednesday morning by 9am in the Greek Office by sliding it under the door or handing it directly to the treasurer for review (recommended)
- Once the event has been voted on and approved by the Greek Senate, the Greek Senate treasurer will move the request to stage two and provide hard copies of all invoices to the Greek Senate Advisors.

### **Step Eight: Meet with a Staff Member from the Office of Campus Activities**

- In most cases, once the event is passed at Greek Senate, the advisor will take the invoices and move the request to stage three.
- In some cases, you will need to meet with the Greek Senate Advisor to move the request to stage three. If the Greek Senate Advisor is not available, another staff member will be able to move the request to stage three. Be sure to bring all materials to this meeting, including all quotes, fliers, and any other information you may need for approval.
- Once the financial request is moved to stage three, the SGA treasurer will move the request to stage four and finally, the SGA financial Advisor will move the request to stage 5 and will cut checks for the event. If pre-contracts were completed, the SGA financial advisor will work with the vendor to have them signed prior to the performance date.

### **Please note:**

- All events MUST be at Stage three by the stated financial timeline.
- If any of the above steps are not complete by the predetermined financial guidelines, you may have your program cancelled and your room request cancelled. Be sure to complete all steps within a one week time span.

### **Stage Process:**

**Stage One:** Council President or Treasurer (Club will create the event form)

**Stage Two:** Greek Senate Treasurer

**Stage Three:** Greek Senate Advisor

**Stage Four:** SGA Treasurer

**Stage Five:** SGA Financial Advisor